**Adding the Filename and Path to a Footer**

1. Activate the footer by going through the **Insert** tab, **Header & Footer** group, **Footer**, then click **Edit Footer**
2. **Insert the file name and path field**: click the **Insert** tab, then in the **Text** group, click **Quick Parts**, then choose **Field…**
3. In the **Field** box, set the **Categories…** to **All**, and scroll down to **FileName** and click to select. In the right side of the Field box, select the check box to **Add path to filename**.

SEE THE FOOTER BELOW FOR EXAMPLE OF HOW IT SHOULD LOOK!